

How to file a complaint with the Alabama Board of Cosmetology:

- Complaint forms may be mailed if requested and are also available on Board's website.
- Complaint may be typed, handwritten or E-mailed.
- Complainant must sign complaint and provide name and address.
ANONYMOUS AND VERBAL complaints cannot and will not be accepted.

GENERAL INVESTIGATIVE PROCEDURE

1. The complaint is received in the Board office. An inspection is requested if needed.
2. The complainant is sent a letter acknowledging receipt of the complaint and stating that the complaint is under review by the Board.
3. Once the inspection is completed, a certified letter with a copy of the complaint is sent to the Respondent of the complaint, allowing fifteen (15) days to respond to the allegations.
4. When the Board receives a response from the Respondent, the Investigative Committee meets to determine probable cause of a violation. The Investigative Committee consists of a Board member appointed by the Board to the Committee, the Executive Director of the Board and the Assistant Attorney General assigned to the Board.
5. Pending probable cause of the violation, the case will result in either a dismissal or complaint. The complainant will be sent a letter indicating whether the case is closed or if the Board has filed a complaint against the Respondent.